

Langdon Library Board of Trustees Meeting Minutes April 28, 2021

This meeting of the Langdon Library Board of Trustees was held virtually using the jitsi platform over the Internet. The meeting started with the reading of the following statement by Library Director Lara Berry:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Langdon Library Board of Trustees is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Jitsi platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Jitsi platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1.512.402.2718 PIN 514994459# and password langdon, or by clicking on the following website address:

<https://meet.jit.si/LangdonLibraryTrusteeMeetingNewingtonNH>.

b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Jitsi, and instructions are provided on the Langdon Library website at:

<https://www.langdonlibrary.org/about-us/trustees/>

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 603-254-5085 or email at: director@langdonlibrary.org.

d) Adjourning the meeting if the public is unable to access the meeting.

In the even the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. The meeting began by the taking of a Roll Call attendance, with each of the attendees stating that they were alone in the room. No other non-trustees dialed in or logged-in during the meeting.

Present: Trustees Jack O'Reilly (JO); David Turbide (DT), Peter Welch (PW), Catherine Hazelton (CH), Meghan Wayss (MW); Library Director Lara Croft Berry (LCB)

Meeting called to order by JO at 1:34 PM

The first order of business was to approve the minutes from our last meeting on March 22, 2021 Moved by JO, seconded by PW, minutes approved by roll-call vote, approved by 4 – 0 – 1 with DT abstaining as he was not at the March meeting.

Treasurer's Report: Spending so far this year is generally in line with expectations. Several line items are a somewhat higher in percentage of budget used to date but that's due to seasonal uneven costs through the year and are not a problem. It was noted that we have received our first quarter dividend disbursement check from the trust fund. The "supplies" line is high due to cleaning and disinfecting supplies being higher than anticipated. We can cover those extra costs from "miscellaneous funds if need be. There also may be grant opportunities for reimbursement like last year. It was moved and voted to appoint alternate trustee Lillian Wilson to be assistant/backup treasurer. Note that although it may be unusual to have an alternate trustee in this position, it is allowed by law and LW is a good choice because of her recent experience as board treasurer.

Moved by CH, seconded by PW, approved by roll-call vote 5 – 0.

Director's Report: The library is now open 4 days per week for browsing and curbside delivery by appointment. Further expansion of hours/services will be considered when the governor terminates or modified the state's "Safe at Home" recommendations and restrictions. Note that LCB is now fully vaccinated and ready to meet in person with the other "pod" of employees (Deb and Theresa) as of this Saturday.

The key that the town loaned out to provide library access in the absence of staff or trustees does not, in fact, work on any of the library doors/locks. The key will be returned to the town office as requested its return when they signed it out. LCB is working through getting "the books" squared away for the upcoming audit. The records got a bit out of line details only, overall accounting is solid) with the accountant's records due to remote operations over the last year.

The cleaning company has provided estimates for cleaning the windows (inside and out) and carpets, and will provide a price for cleaning the oriental rug (has to be done offsite) – all of which are way past due and badly needed. The trustees voted to allocate up to \$2500 for this purpose with the recommendation that the windows not be done until after the construction work for the parking lot expansion is completed. Moved by CH, seconded by PW, approved by roll-call vote 5 -0.

Parking lot expansion: The work has started and PW shared the updated work schedule which anticipates completion early in June. The contractor was surprised to find, under the topsoil at the site of the new parking area, that approximately 1,000 to 1,500 cubic yard of fill had been illegally removed during construction library addition and replaced by "junk". An investigation is underway, coordinating with the police department, and there is a potential witness to the act. Correcting the problem will obviously add to the cost of the project and it is hoped that the perpetrator will be identified and will make good for this illegal act. PW noted that "Contractor doing a great job and very cooperative and easy to work with." And got us a good price for removing three trees that had to come down.

Non-Public:

At 2:59PM, CH moved and JO seconded a motion to initiate a non-public session. Passed 5-0 by roll-call vote.

At 3:36PM, the non-public session was ended. Moved by PW, seconded by JO, passed 5-0 by roll-call vote.

At 3:37, it was moved to seal the minutes of the non-public session in perpetuity. Moved by DT, seconded by PW, passed 5-0 by roll-call vote

Donations: Moved by JO; seconded by CH to accept the donations as follows: \$22 from February, \$10 from March. Approved by roll-call vote 5 – 0.

Board meeting adjourned - moved by JO, seconded by PW, passed 5-0 by roll call vote at 3:29 PM

Next Meeting: Wednesday May 26, 2021 at 1:30PM, hopefully at the library if conditions allow, with a remote meeting via jitsi as a fallback if necessary. Location details will be announced when available.

Respectfully Submitted: David A Turbide, board secretary